

Training Institute Registration and Accommodation Information

REGISTRATION

The early registration deadline is **July 11, 2005**. If we receive your registration form after this date, you may register until August 1, 2005, or at the on-site registration booth in Washington, DC and pay a \$50 late fee in addition to your registration fee. Locate the courses you wish to take on the course schedule and indicate your first and second choices for each day on the registration form, using the course numbers only. Fill out the rest of the form and mail or fax it to the Training Institute. Register early — classes fill up quickly! You may call (800) 438-5547 to learn the latest information on course availability. Register early; we cannot guarantee that on-site registrants will be able to enroll in the classes of their choice. *We recommend you do not confirm your air travel until you receive the Training Institute's confirmation of your enrollment in selected courses.*

PAYMENT POLICY

Tuition for NeighborWorks® Training Institute is \$185 per day plus a \$50 nonrefundable, nontransferable registration fee (a \$50 late fee will be added if you register after July 11, 2005). Tuition includes your courses and materials, afternoon workshops, networking opportunities, daily continental breakfast and refreshments. Payment is due with your registration form and may be made by check, Visa, MasterCard or American Express. If your organization requires a purchase order, we will bill you and hold your registration form until August 1, 2005, to allow for receipt of payment. If we are unable to confirm course selections that meet your satisfaction, we will promptly refund your payment. All tuition and registration payments must be received in full before *obtaining a confirmation packet prior to the Training Institute*. On-site registration for the Training Institute begins Sunday, August 21, 2005 at 3 p.m. and will continue daily starting at 7 a.m.

Neighborhood Reinvestment dba NeighborWorks® America's Tax ID is 52-1148078.

REFUND/CANCELLATION POLICY

You must provide notice of cancellation at least three weeks (**August 1, 2005**) prior to the event to receive a tuition refund. If cancellation notice is received less than three weeks and up to five business days before the start of the event, NeighborWorks® Training Institute will assess a \$150 cancellation fee and provide a tuition credit voucher for the balance. The credit voucher expires if not used within one year of issuance. If a cancellation notice is received less than five business days prior to the event, or if you do not complete your coursework, no refund or credit voucher will be issued. NeighborWorks® Training Institute reserves the right to cancel any course at any time. If your course is canceled, you may choose another course or request a tuition refund. Other than refunding your tuition in the event that the course you chose is canceled, NeighborWorks® Training Institute is not liable to you for any other damages, including, without limitation, any obligation to provide a refund for any travel and/or lodging costs associated with attending any NeighborWorks® Training Institute event or other direct, indirect or consequential damages.

TUITION SCHOLARSHIPS

Tuition scholarships are available to assist staff, board members and other volunteers of nonprofit organizations. Participants interested in green building and healthy homes courses are especially encouraged to apply. Please call (800) 438-5547 for a scholarship application or go to www.nw.org/training. Your scholarship application must be received by **June 17, 2005**, and only two applications per organizations will be considered.

SUBSTITUTION POLICY

Substitution requests will be accepted up to three weeks prior to the event (**August 1, 2005**).

ACCOMMODATIONS

Three hotels will be used for the NeighborWorks® Training Institute in Washington:

Hilton Washington –
1919 Connecticut Avenue NW; 202-483-3000.

Capital Hilton –
1001 16th Street NW; 202-393-1000.

Renaissance Mayflower Hotel –
1127 Connecticut Avenue NW; 202-347-3000.

A number of sleeping rooms are available for Institute participants on a first-come, first-served basis at the special rate of \$153.00 plus 14.5% city tax. **When you receive your Institute confirmation, please read it carefully for special details about your registration and course locations.** Then, based on those locations, call the appropriate hotel directly to reserve your room. Remember to mention that you're attending the NeighborWorks® Training Institute.

SPECIAL NEEDS

If you have special needs addressed by the Americans with Disabilities Act, please notify the Training Institute at least one month before the Institute.

ATTENDANCE AND CERTIFICATE POLICY

Courses start promptly at 8:30 a.m. and conclude at 4 p.m. Certificates of completion are awarded only to participants who complete 100 percent of the course.

PROFESSIONAL CERTIFICATES AND CONTINUING EDUCATION UNITS

For more information or details of the program visit www.nw.org/training. You can also earn a Certificate of Professional Recognition in home-buyer education. Continuing education units for all courses are available upon request.



NEIGHBORWORKS® TRAINING INSTITUTE • AUGUST 22 – 26, 2005 • WASHINGTON, DC

Registration Form

(Please print or type. Incomplete forms will not be processed.)

Preferred First Name On Your Badge _____

○ Mr. ○ Ms. _____ Title _____

Organization _____

Address _____ City _____ State _____ Zip _____

Phone (day) _____ Fax _____

E-mail address _____

☐ Check if you do NOT wish to receive e-mail from us regarding Training Institute events and programs.

☐ Check if you have special needs addressed by the Americans with Disabilities Act. Please specify: _____

☐ Check if you have attended a Training Institute before.

Which of the following best describes your organization?

☐ government agency ☐ community-based development organization ☐ financial institution ☐ tribal government or tribal nonprofit

☐ faith-based organization ☐ other _____

Which of the following best describes your position?

☐ housing development staff ☐ nonprofit organization manager ☐ property manager ☐ economic development staff

☐ community reinvestment staff ☐ other _____

Check if you are a ☐ board chair ☐ board treasurer ☐ board member

How long have you been in your current position?

☐ Less than 1 year ☐ 1–2 years ☐ 3–4 years ☐ 5 or more years

Which of the following best describes your race? Please choose all that apply.

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African-American

☐ Hispanic or Latino

☐ Native Hawaiian or Other Pacific Islander

☐ White

☐ Other

☐ Check if you work in a HUD-approved housing counseling agency. Your 5-digit HUD number _____

COURSES REQUESTED

Use both course letters and numbers. Please include second choices in case your first-choice courses are full.

	Monday and Tuesday	Wednesday	Thursday and Friday	Total number of days	Tuition per day	Tuition and fees
First choice	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	x \$185 = \$	_____
Second choice	<input type="text"/>	<input type="text"/>	<input type="text"/>			
					Nonrefundable/nontransferable/registration fee	\$ 50.00
					Computer lab fees (see course descriptions)	\$ _____
					Nonrefundable/nontransferable late fee (\$50 after July 11, 2005)	\$ _____
					Total due	\$ _____



Payment must accompany your registration form. Faxed registrations must include credit card information. See payment policy.

☐ Check if you qualify for the Southern New Hampshire University tuition rate. (Proof of program enrollment must accompany this form)

PAYMENT INFORMATION

☐ Check enclosed (payable to Neighborhood Reinvestment). Check number _____

☐ Purchase order attached. Purchase order number _____

☐ Visa ☐ MasterCard ☐ American Express

(Purchase orders will be accepted until August 1, 2005.)

Card # _____ Exp. date _____

Name as it appears on card _____

Authorized signature _____

Fax registration with credit card information to: (202) 376-2168

OR

Mail registration and payment to: NeighborWorks® Training Institute, Dept. 167
Washington, DC 20055-0167

☐ On occasion, NeighborWorks® Training Institute shares your name and address with other organizations that are involved in nonprofit management and community development so that they may send you information about other products and services that may be of interest to you. If you are not interested in having us share your name, address, telephone number, fax number and e-mail address with such organizations, please check the circle to the left of this disclosure statement. Rest assured that NeighborWorks® Training Institute honors your privacy and respects your wishes.

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